

HYCON MFG. COMPANY

2961 East Colorado Street
Pasadena 8, California

STATINTL

TRAVEL EXPENSE REPORT

Name _____ Date _____ 19 _____

1-2-37

-19-

Department **423** **Period from** **12-18-56** **A.M. to** **12-21-56** **A.M.**
P.M. to **12-21-56** **P.M.**

425 Period from **12-18-56** A.M. to **12-21-56** A.M.
Date **Time** Date **Time**
P.M. to P.M.

Purpose of Trip _____ Company Business _____

| Date | Receipt No. | Detail of Expenditure | Miscellaneous (Explain) | Transportation (Fares, Mileage Gas, Oil, etc.) | Meals Amount | Lodging | Total |
|-------|-------------|--|-------------------------|--|--------------|---------|-------|
| 12-18 | | Company furnished UAL Ticket #162 1 | 128352 | | | | |
| 12-18 | | Mileage to Airport - 30 miles | | 2.40 | | | 2.40 |
| 12-18 | | Baggage Handling | 1.00 | | | | 1.00 |
| 12-18 | | Airline Insurance | 5.00 | | | | 5.00 |
| 12-19 | | Baggage Handling | 1.00 | | | | 1.00 |
| 12-19 | | Breakfast | | | 1.25 | | 1.25 |
| 12-19 | | Taxi Fare from airport to Hotel | | 1.80 | | | 1.80 |
| 12-19 | | Luncheon Conference for 2 (1 Hycon) | | | 3.25 | | 3.25 |
| 12-19 | | Taxi Fare | | 1.60 | | | 1.60 |
| 12-19 | | Dinner Conference for 3 (1 Hycon) | | | 18.50 | | 18.50 |
| 12-19 | | Hotel | | | | 10.00 | 10.00 |
| 12-19 | | Baggage Handling | .50 | | | | .50 |
| 12-19 | | Telephone Calls | .90 | | | | .90 |
| 12-20 | | Breakfast | | | 1.50 | | 1.50 |
| 12-20 | | Luncheon Conference for 3 (1 Hycon) | | | 5.35 | | 5.35 |
| 12-20 | | Dinner Conference for 4 (1 Hycon) | | | 21.00 | | 21.00 |
| 12-20 | | Taxi Fares | | 8.20 | | | 8.20 |
| 12-20 | | Baggage Handling | .50 | | | | .50 |
| 12-20 | | Hotel - early arrival-late departure | | | | 6.00 | 6.00 |
| 12-21 | | Parking Fee | | | 3.75 | | 3.75 |
| 12-21 | | Baggage Handling | .50 | | | | .50 |
| 12-21 | | Mileage from Airport-30 miles | | 2.40 | | | 2.40 |
| | | Car Rental Receipt attached | | | | | |

I certify that all statements above are true and that all expenses shown were actually incurred and paid for the

TOTALS

9, 40 **20, 15** **50, 85** **16, 00** **96, 40**

GRAND TOTAL

96.40

Advance: Date **Amount**

Refund
Balance Due

1

Paid by Check/Voucher No. _____ Date _____

Approved For Release 2001/09/05 : CIA-RDP81B0888R001300050120-5

Approved

Account to be charged

Checked